

MEMORANDUM FOR: Chief, Benefits and Counseling Branch

SUBJECT : Reporting Procedures, GS-12 and Above Separations

REFERENCE : Inquiry of 13 March 1964, Chief, BSD
Inquiry of 10 April 1964, [REDACTED]

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1. [REDACTED] "Memorandum of Conference" of 13 November 1961 outlined the results of a meeting attended by officials of the Agency's Directorates, and indicated that procedures were to be instituted for OP pre-exit interviews to be recorded on worksheets and for Clandestine Services Careerists sent to ASSA (Pers). Following the DDP's receipt of the worksheet [REDACTED] (ued) the departing employee would be interviewed by [REDACTED] or another officer, a short memorandum of the conversation prepared, and returned with the worksheet to the Office of Personnel.

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2. [REDACTED] memorandum conveys the impression that the procedure was instituted for DDP compliance, and only the DDP is following it on a regular basis. Considering the GS-12 and Above reporting procedures of 1961, [REDACTED] procedure was excellent and if followed by all of the Directorates, probably would have furnished useful feedback for the Office of Personnel.

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3. Subsequent innovations require greater speed in preparing the final drafts of GS-12 and Above Separation Reports and indicate that standardization and simplification of the procedures would be in order, with particular emphasis on the participation of all of the Directorate offices. With this in mind, the OP interviewer would conduct the pre-exit interview, attempt to determine the reason for the employee's resignation and his attitude toward the Agency and orally apprise the Directorate who would furnish oral comments for the worksheet. The completed worksheet would be sent to the Directorate for the Directorate officer's guidance of personal interview and a short memorandum of the conversation should be sent to OP for feedback purposes.

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4/17/64
Date

See attached, also

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TO	NAME AND ADDRESS	DATE	INITIALS
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APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
<p>The attached memo from Port and the background material I think, answer [redacted] question & propose a procedure to be used in processing reports for all resigners & not just DDA as at present.</p>			
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